

SECURITY CHECK SHEET

Approved For Release 2002/06/10 : CIA-RDP61-00763A000200150023-2
Date _____

	OK	ACTION
1. SAFES		
(a) All drawers closed and locked	_____	
(b) Tumbler on lock spun three times in one direction	_____	
(c) All drawers tested by strong pull	_____	
(d) Indicators show "Closed"	_____	
(e) Check sheet signed	_____	
(f) No classified material left on top of safes	_____	
2. CLASSIFIED WASTE		
(a) No Burn Bags left outside safes	_____	
(b) No classified waste in plastic or other type containers	_____	
(c) No classified waste in exposed envelopes or folders.	_____	
3. WINDOWS		
(a) Closed and Locked	_____	
4. DESKS		
(a) Tops cleared of classified material	_____	
(b) No classified material behind desk	_____	
(c) No classified material on floor under desk	_____	
(d) No classified material in desk drawers	_____	
(e) Correspondence trays empty and turned on side	_____	
(f) No burn bags on desk	_____	
(g) Plastic or other type classified waste containers empty and turned upside down	_____	
5. TELEPHONE AND OTHER TABLES		
(a) No classified material left on top	_____	
(b) No classified material left in drawers	_____	
(c) No classified material on floor	_____	
6. BOOKCASES		
(a) No classified material left on top	_____	
(b) No classified material left in drawers	_____	
(c) No classified material on floor	_____	
7. WASTEBASKETS		
(a) No classified material in waste baskets	_____	
8. RADIATORS		
(a) No classified material in envelopes, burn bags or other container left on or behind radiators	_____	

	OK	ACTION
9. CLOTHES RACKS (a) No classified material left on or behind clothes racks		
10. TYPEWRITERS (a) No classified material left in typewriters (b) No classified paper or carbons or used typewriter ribbons exposed		
11. DUPLICATING MACHINES (a) No classified material in machine (b) No reproduced or scraps of reproduced material left in area of machine		
12. FILE OR SUPPLY CABINETS (a) All drawers closed (b) Security bar in proper position (c) Lock in proper position (d) Tumbler on lock spun three times in one direction (e) Indicators show "Closed"		
13. DOORS CLOSED AND LOCKED		